

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
OCTOBER 9, 2002**

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, October 9, 2002, at 1 p.m. Eastern Daylight Time (EDT). Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The meeting agenda is given in Attachment C. *The purpose of the meeting was to discuss the upcoming assessors' electronic forum, to finalize the committee's detailed agenda for the Eighth NELAC Interim Meeting (NELAC 8i), and to identify issues of importance for discussion with the NELAC Board of Directors (BoD).*

**INTRODUCTION**

Mr. Sotomayor called the meeting to order with a review of the agenda. He announced that RTI International<sup>1</sup> had officially assumed the duties of contractor support for NELAC. He also announced that there would be a NELAC BoD teleconference on October 10, 2002, at which committee chairs would update the BoD on proposed changes to the NELAC standards and other issues of importance for BoD consideration. Mr. Sotomayor then led a review of the minutes from the On-site Assessment Committee's September 27, 2002, teleconference. The minutes were approved pending a minor correction of a typographical error.

**STATUS OF ACTION ITEMS**

Mr. Sotomayor reviewed the status of the action items recorded in the September 27 teleconference minutes, as follows:

- Distribution of agenda and invitations for assessors' electronic forum - Complete
- Review of presentations for electronic forum and submission to website contractor - Presentations have been submitted. The contractor is awaiting a detailed forum agenda and links to other materials referenced by the presenters.
- Discussion of proposed definitions of "observation," "finding," and "deficiency" - Ongoing

**ASSESSORS' ELECTRONIC FORUM**

There was substantial discussion of logistics for the upcoming assessors' electronic forum. The logistical discussion focused on how to track forum participants for follow-up contact, how to handle questions in an orderly manner, and where and how to publicly post answers to common questions. There was also discussion of whether to include in the forum presentations the draft 2001 Quality Systems (QS) checklist on which Mr. Charles Dyer is now working. It was noted

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<sup>1</sup>RTI International is a trade name of Research Triangle Institute.

that other “unofficial” 2001 checklists are in circulation. It was also noted that assessors are required to either use an official NELAC checklist or provide a cross-walk between their checklist and the NELAC checklist. It was decided that the committee’s draft 2001 checklist would not be included in the forum to minimize potential confusion. It was also decided that Mr. Dyer would note in his presentation that the committee is working on a 2001 checklist and be prepared to answer questions about the checklist based on the On-site Assessment Committee’s discussion of the issue. Mr. Sotomayor indicated that he would ask the BoD for their official position on the checklist at the upcoming teleconference.

Noting that the committee’s last teleconference of Calendar Year 2002 will be held on December 18, the committee set this date as a deadline to complete review and revision of the 2001 QS checklist.

### **DETAILED AGENDA FOR NELAC 8I**

The committee settled on the following topics of discussion for NELAC 8I:

- Assessors’ electronic forum (Mr. Sotomayor to lead discussion)
- Proposed changes to NELAC glossary (Dr. Frederic Siegelman and/or Mr. Jack Hall to lead discussion)
- Issues raised during training sessions (Ms. Marlene Moore to lead discussion)
- Open forum (issues, comments, and questions from the floor)

Mr. Sotomayor indicated that he would put these discussion topics in order with proposed time limits and distribute the resulting agenda for committee review. He also indicated that he must submit the approved agenda to Mr. Edward Kantor of the U.S. Environmental Protection Agency (EPA) no later than Friday, October 11, 2002.

### **ISSUES FOR NELAC BoD**

Based on their discussions during this teleconference, the committee identified the following issues to be raised during the next day’s BoD teleconference with committee chairs:

- Proposed additions to NELAC glossary
- BoD’s official position on QS checklist
- Posting options for questions and answers from assessors’ electronic forum
- NELAC On-site Assessment Committee’s transition to the Institute for National Laboratory Accreditation (INELA)

### **CONCLUSION**

Mr. Sotomayor reminded the committee to register for the assessors’ electronic forum as soon as possible. He urged presenters to log onto the forum website prior to the forum to test their

presentation materials. Mr. Sotomayor indicated that he would distribute the master file of presentation materials to the committee so that they would have the materials in an alternate electronic format. He also encouraged committee members to register and make hotel reservations for NELAC 8i as soon as possible.

There being no further business to discuss, the meeting was adjourned shortly before 2:30 p.m. EDT. The committee's next meeting will be on Wednesday, October 23, 2002, at 1:00 p.m. EDT via teleconference.

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
OCTOBER 9, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Mr. Sotomayor will submit detailed electronic forum agenda and links to other reference materials to EPA forum website contractor.	October 10, 2002
2.	Mr. Sotomayor will distribute electronic forum presentation files to committee members.	October 10, 2002
3.	Presenters will access forum website to check their presentation materials.	October 14, 2002
4.	Mr. Sotomayor will work, with contractor if possible, to develop a standard form to send to electronic forum registrants to gather participant contact information.	October 14, 2002
5.	Mr. Sotomayor will attend NELAC BoD teleconference and raise issues of importance identified by the On-site Assessment Committee.	October 10, 2002
6.	Mr. Sotomayor will distribute proposed NELAC 8i agenda for committee review. He will submit approved agenda to EPA.	October 11, 2002

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
OCTOBER 9, 2002**

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**AGENDA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
OCTOBER 9, 2002, 1:00 - 2:30 P.M. EDT**

1:00 – 1:05	Attendance
1:05 – 1:10	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:10 – 1:30	Assessors' Electronic Forum  --Update --Registration --Final Agenda
1: 30 – 2:15	NELAC 8i Detailed Agenda
2: 15 – 2:25	Issues for NELAC BOD
2:25 – 2:30	Next Steps/Adjournment